



## Experience a one-of-a kind summer at City Hall!

The High School Internship Program is a paid comprehensive internship and youth development experience designed for high school students completing grades 10, 11, and 12. Through hands on learning students will have an opportunity to attend workshops, enhance their knowledge of local government, and explore various career avenues.

### Information & Upcoming Dates to Know:

- Eligible Students: High school students completing grades 10, 11, or 12;
- Payment: \$9 hr;
- Application Deadline: Wednesday, June 8, 2016
- Interview notification: June 13, 2016;
- Program dates: June 27, 2016 – August 19, 2016 (Monday – Thursday 10am – 4pm).

### Essay Requirement:

Please answer the following question below in 500 words or less. The essay must be in the Times New Roman font, 12 inch size, and doubled space.

- What do you consider to be the single most important issue facing our youth today? Why? Discuss solutions that would help alleviate this issue.

**Note:** *All applications MUST include essay requirement.*

### City Hall Intern Placement Descriptions

Each intern will be placed in one of the City's following departments. Read the descriptions below to choose the three departments in which you have the greatest interest. You will be asked to list these on your application.

- **Building Department** - The Building Department is the City's resource for homeowners, businesses, contractors, electricians, plumbers, and architects. The department administers and enforces regulations pertaining to the use of property and the construction of buildings. In addition, the department issues and enforces building permits and certificates of occupancy for all of the City's residential homes and inspects and enforces zoning, electrical, plumbing and sanitation codes.

- **City Clerk-** The Clerk's department facilitates the City Council's official meetings, manages and preserves the official records of the City including minutes, ordinances, resolutions, contracts and vital documents. In addition the departments issue various permits & licenses to residents & business owners.
- **Civil Service** - The Civil Service department provides detailed information regarding available civil service examinations and job postings, both in person and via the department's web page. The department orders and administers examinations, for the City of Long Beach, the Long Beach School District, the Long Beach Public Library and the Long Beach Housing Authority. Additionally, the department handles employee benefits for both active employees and retirees.
- **City Comptroller-** The Comptroller's office safeguards the financial assets of the City, while ensuring the City's various departments work within their respective budgets. The Comptroller's office oversees all financial operations of the City and safeguards the City's financial assets.
- **Community Development-** The Department of Community Development supports communities in need by improving public facilities and the development of special projects within Long Beach, including public facility improvements, aiding and providing services for Parks and Recreation, the Martin Luther King, Jr. Center, Boardwalk Reconstruction, Handicapped Accessibility, Senior Citizens Programs, Youth Programs, provides grants for local not for profit organization, and Residential Rehabilitation for qualified homeowners.
- **Corporation Counsel** - The Corporation Counsel is the official legal advisor of the City Council and all boards, commissions, and officers of the City. The Corporation Counsel prosecutes and defends all actions and proceedings by and against the City and every department thereof; prepares all ordinances, resolutions, legal papers, contracts, and other instruments for the city; and performs such other legal services as the City Manager or the City Council may direct.
- **Department of Public Works-** The Department of Public Works provides a wide range of infrastructure based services throughout the City and specializes in the planning, design, and construction oversight of public projects throughout Long Beach. Additionally, the Department is responsible for maintenance and repair of all City buildings, parks, roads, beach and boardwalk, sewers, and water mains.
- **Economic Development & Planning-** The Department of Economic Development and Planning is responsible for economic development in support of the business community, the Long Beach Local Development Council (LDC), planning, various city grants, marketing and support for the newly forming arts council. It also works on environmental issues such as remediating brownfields, protection of the Lloyd Aquifer

and implementing complete streets policies, which include the creation of bike lanes to foster a healthier and less auto dependent community.

- **Information Technology** - The Information Technology (IT) Department supports the City's operations through the development, implementation, and management of its technological resources. IT's daily responsibilities include help desk services, user support, network administration, microcomputer operation/repair, and overseeing data and telecommunication operations.
- **Performance Management** - LB STAT, the City's performance management program works with departments across the City to set performance metrics and goals, ensure accountability, and continue to enhance productivity. The program collects, analyzes, and reports data to measure progress against the City administration's goals & policy objectives.
- **Public Relations** - The Public Relations Department is responsible for keeping residents informed of upcoming programs, events, and matters of public interest. Duties also include day-to-day website & social media management, preparation and distribution of press releases, bulletins, and brochures.